**Objective:** To eliminate the sources of fire, to prevent injury, death, and property damage by fire, and provide employees with information that will assist them in recognizing, reporting, and controlling fire hazards in accordance with the Occupational Safety and Health Administration’s (OSHA) fire prevention standard, 29 CFR 1910.39

**Introduction**

**[Organization Name]** is committed to controlling fire hazards in order to protect employees, visitors, and property. **[Organization Name]** complies with local, state, and federal regulations and follows best practices for fire prevention.

This Fire Prevention Plan includes roles and responsibilities and prevention methods for various hazard types, but not details on emergency response. For more information, see **[Organization Name’s]** Emergency Action Plan.

This Fire Prevention Plan aims to control fire hazards at **[Organization Name/Location]** in the following ways:

* Identifying potential fire hazards
* Identifying the proper handling and storage procedures for flammable materials
* Identifying potential ignition sources and implementing appropriate control measures
* Describing all fire protection equipment or systems in use
* Identifying parties responsible for maintaining fire control and prevention systems
* Establishing procedures and identifying responsible parties to assure the effective control of accumulated flammable and combustible materials
* Providing training to employees

**Outline of topics:**

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| --- | --- | --- |
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| 2. | Hazard Assessment............................................................................................... | 4 |
| 3. | Training................................................................................................................ | 4 |
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**Responsibilities**

**Management:**

Management is responsible for the following:

* The formation and implementation of **[Organization Name’s]** Fire Prevention Policy
* Adequate systems and controls that provide a safe workplace
* Adequate resources and training to support effective fire prevention and safe response in the event of a fire emergency

**Plan Administrator:**

**[Responsible Person]** shall administrate the Fire Prevention Plan for **[Organization Name]**. The Plan Administrator is responsible for the following tasks:

* + Developing and overseeing the **[Organization Name]** fire prevention training program
  + Conducting a fire hazard assessment of the grounds and facilities
  + Determining control methods to eliminate or reduce the risks (Appendix A)
  + Identifying and controlling sources of fuel
  + Assuring the proper maintenance of fire control equipment and systems
  + Maintaining plan records
  + Reviewing this policy at least once a year and updating it as needed

**Supervisors:**

Supervisors are responsible for the following:

* Assuring that employees are trained in fire safety
* Immediately notifying **[Responsible Person]** if changes in operation introduce or increase fire hazards
* Enforcing the fire prevention and protection policies

**Employees:**

Employees are responsible for the following:

* + Completing fire prevention training before beginning work
  + Following safe practices to minimize or eliminate fire hazards
  + Notifying supervisor of potential fire hazards
  + Adhering to emergency response procedures

**Hazard Assessments**

**[Responsible Person]** must assure the following:

* Catalogue all hazards in the workplace.
* Develop controls and work practices and select PPE to minimize or eliminate each hazard.
* After controls and work practices are in place, continue to frequently inspect the workplace in order to anticipate problems.
* Hazards must effectively communicated to all employees. Explosive and flammable materials must have safety data sheets (SDSs) and GHS-appropriate labels as part of the Hazard Communication Program.

**Training**

All employees have a right to know about the fire hazards associated with the specific materials and processes to which they are exposed.

* **[Responsible Person]** is responsible for training new employees on basic fire prevention and documenting this training.
* Supervisors are responsible for training employees about the fire hazards they will be exposed to and documenting this training.
* Employees are trained at their initial assignment, every year, and if work processes change.

**Additional training topics:**

1. How to recognize fire hazards
2. This policy’s contents and how to access it
3. The SDSs and labeling for the flammable and combustible materials that employees work with, as well as for other hazardous chemicals
4. **[Organization Name]**’s Emergency Action Plan, which includes how to respond to a fire or other emergency, who to notify, evacuation routes, and where to assemble
5. If **[Organization Name]** allows employees to use portable fire extinguishers, training on fire extinguisher use

**Emergency Preparedness**

See the Emergency Action Plan for more information on emergency response. **[Responsible Person]** is responsible to:

* Establish a relationship with local fire, rescue, and medical services so that they are familiar with the facility and any particular hazards.
* Conduct practice fire drills as needed.
* Provide evacuation maps that include the locations of exits, evacuation routes, fire extinguishers, fire alarm pull stations, and assembly areas.
* Know and follow building regulations, such as the appropriate number of exits and where fire-resistant walls are needed.

**Signage and Labels**

**[Responsible Person]** is responsible to:

* Assure that each exit is marked with a well-illuminated and unobscured exit sign containing the word “EXIT” in lettering that is 5 inches high by 1 inch wide at minimum.
* Provide signs that help direct people to exits are also provided as needed. (For example, “NOT AN EXIT” signs direct people away from places that could be mistaken as exit routes.)
* Provide “NO SMOKING” signs to designate areas where smoking is prohibited.
* Smoking is prohibited in all **[Organization Name]** facilities and vehicles, in areas around flammable or combustible materials, and in all areas marked with signs.

**Housekeeping**

Employees must exercise proper housekeeping procedures:

* Remove clutter and fuel sources from work areas.
* Keep doorways, walkways, stairways, and any other exit routes clear of obstructions that could impede safe evacuation.
* Control ignition sources and keep them far from flammable materials.
* Assure that work areas are free of flammable particulates, including dust, sawdust, and lint. Inspect regularly for dust, including examining the rafters.
* Do not use flammable cleaning products or cleaning methods that generate dust.
* Immediately report leaks of flammable gas or liquid. **[Responsible Person]** must assure that leaks are fixed and spills are cleaned immediately after notification.

**Combustible waste:**

Most trash is considered a class A combustible. This category includes paper, wood, cloth, rubber, and plastic.

* **[Responsible Person]** must assure that containers for combustible waste are hermetic, fire-proof, metal-lined, FM-Approved or UL-listed, and properly labeled.
* Employees must dispose of waste using proper disposal techniques and empty waste containers at least once a day.

**Safe Storage**

Employees must follow safe storage procedures:

* Do not keep more than minimal quantities of flammable and combustible liquids.
  + - Keep paper in metal cabinets.
    - Keep rags in metal, self-closing bins.
* Segregate substances that are reactive to each other.
* Keep all combustibles away from any possible ignition source.

**Class B combustible storage:**

* Store Class B combustibles (combustible liquids, and flammable liquids, gases, and aerosols) in approved cabinets or rooms that are far from ignition sources and are well-ventilated.
* Store flammable and combustible liquids in approved, sealed containers or tanks.
* Store Class B combustibles away from exits and stairs.
* Segregate oxygen cylinders from fuel-gas cylinders and combustible materials with the appropriate distance or barriers.
* Segregate combustible and flammable materials from cylinders, and segregate cylinders and combustible materials from stairs, aisles, and elevators.
* Sufficiently vent atmospheric storage tanks.

**Handling Class B Combustibles**

* Never handle Class B Combustibles near stairs or exits.
* Do not use flammable liquids for indoor cleaning, except for in approved machines.
* Keep heat, flame, smoke, ignition sources, and hot work far from Class B combustibles.
* Assure that electrical equipment near Class B combustibles is safe.

**Dispensing liquids:**

* Only use approved pumps.
* Dispense using suction from the top, not pressure.
* Always ground flammable liquid dispensing containers, such as drums, during dispensing.
* The receiving container must either be connected to the grounded dispensing container or otherwise grounded.

**Electrical Hazards**

**Wiring:**

**[Responsible Person]** must:

* Replace worn wires.
* Assure that circuits are not overloaded.
* Whenever possible, improve the wiring rather than relying on extension cords.
* Assure that extension cords must be FM-Approved or UL-listed and that that fuses are rated appropriately.

**Machine and equipment safety:**

**[Responsible Person]** must:

* Make sure that electrical equipment is grounded or double insulated, as needed.
* Follow the NFPA’s requirements.
* Assure that heating units and other hot machinery are safeguarded.

Employees must:

* Turn off electrical equipment when it is not being used.
* **Not** work nearexposed and energized circuits unless they are specifically trained for this hazard and are wearing appropriate PPE.

**Inspections and maintenance:**

**[Responsible Person]** must:

* Assure that regular inspection and maintenance is performed on equipment and its safeguards, following manufacturer’s specifications.
* Assure that maintenance is performed by qualified individuals only.
* Regularly inspect for faulty ground connections, frayed wiring, and overloading.
* Assure equipment is free of dust and grease.

**Hot Work**

**[Responsible Person]** must assure the following:

* A hot work permit is obtained before beginning work.
* Hot work personnel have authorization and training.
* Hot work is only performed in special areas that have:
* Adequate ventilation
* Sprinklers.
* No potential for explosive atmospheres.
* Hot work is never performed on combustible metals.
* Personnel and bystanders all wear appropriate PPE.
* Equipment is properly approved. Certain items, such as torches and regulators, must be FM-Approved or UL-listed.
* Oxygen and fuel-gas systems have approved devices for backflow and back-pressure protection.
* Before doing hot work in or on a confined space, the confined space’s atmosphere is tested and found to be within 10% of the lower flammable limit.
* Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.
* A fire watch extends at least 30 minutes past the conclusion of hot work tasks.

**Office Fire Hazards**

Office electrical equipment can occasionally cause fires. Employees must do the following:

* Avoid an electrical overload.
* If possible, shut down electrical equipment at the end of the day.
* Do not place extension cords under carpets.
  + - Remove clutter and fuel sources from work and storage areas, and assure that trash is emptied regularly.

**Portable Heaters**

**[Responsible Person]** must:

* Approve all portable heaters for use.
* Assure that heaters have tip-over protection that automatically shuts off when tipped over.

Employees must assure that there is adequate clearance between the heater and other materials at all times.

**Ventilation**

**[Responsible Person]** is responsible for:

* Monitoring the air to check for flammable or explosive gases or vapors
* If necessary, purging and inverting the atmosphere
* Supplying adequate ventilation in areas where flammable materials are used, where they are stored, and as needed to control combustible solids

**Fire Extinguishers**

**[Responsible Person]** is responsible for:

* Locating fire extinguishers throughout the facility so they are readily accessible in the event of a fire
* Assuring that fire extinguishers are fully-charged, operational, and unobstructed
* Assuring that fire extinguisher are checked and recharged annually, assuring that new inspection tags are attached, and recording the maintenance
* Keeping the correct type of fire extinguisher to fight Class B within 10 feet of stored flammable liquids and within 75 feet of all other flammable liquids
* Appropriate types includes carbon dioxide and multipurpose (ABC) extinguishers.
* As they are ozone-depleting, halon fire extinguishers are only allowed if they are part of an existing system.

Employees approved to use fire extinguishers must know their location and operation.

**Suppression Systems**

**[Responsible Person]** is responsible for:

* Assuring that fire suppression systems, including automatic sprinkler systems and standpipes, are regularly inspected
* As needed, guarding sprinkler heads from accidental activation
* If possible, directing sprinkler heads away from electrical equipment
* Meeting OSHA’s requirements for sprinkler clearance
* Testing fire alarms and detectors yearly, and assuring that they meet regulatory standards.
* Assuring that all maintenance is performed by a qualified person.
* Assuring that exterior, private fire hydrants are inspected regularly and flushed once a year
* Assuring that regular preventive maintenance is performed on fire doors and shutters

**Appendix A**

**Fire Hazard Assessment**

|  |  |
| --- | --- |
| **Fire hazard:** | **Location:** |
| **Recommended controls/actions:** | **Required PPE:** |
| **Fire hazard:** | **Location:** |
| **Recommended controls/actions:** | **Required PPE:** |
| **Fire hazard:** | **Location:** |
| **Recommended controls/actions:** | **Required PPE:** |
| **Fire hazard:** | **Location:** |
| **Recommended controls/actions:** | **Required PPE:** |
| **Fire hazard:** | **Location:** |
| **Recommended controls/actions:** | **Required PPE:** |
| **Fire hazard:** | **Location:** |
| **Recommended controls/actions:** | **Required PPE:** |
| **Fire hazard:** | **Location:** |
| **Recommended controls/actions:** | **Required PPE:** |

Assessed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B**

**Fire Prevention and Preparedness Checklist**

|  |  |
| --- | --- |
| The local fire, rescue, and medical services are familiar with the facility and any particular hazards. | □ Yes □ No |
| Fire alarm and detectors meet regulatory standards and are tested yearly. | □ Yes □ No |
| Fire suppression systems, including automatic sprinkler systems and standpipes, are regularly inspected. | □ Yes □ No |
| Exterior private fire hydrants are inspected regularly and flushed once a year. | □ Yes □ No |
| Regular preventive maintenance is performed on fire doors or shutters. | □ Yes □ No |
| Maintenance is always performed by a qualified person. | □ Yes □ No |
| All doorways, walkways, stairways, and exit routes are clear of obstructions. | □ Yes □ No |
| As needed, sprinkler heads are guarded from accidental activation. If possible, they are directed away from electrical equipment. | □ Yes □ No |
| OSHA’s requirements for minimum sprinkler clearance are met. | □ Yes □ No |
| Fire extinguishers are adequately located throughout the facility and readily accessible in the event of a fire. | □ Yes □ No |
| Fire extinguishers are fully-charged, operational, and unobstructed. | □ Yes □ No |
| Fire extinguisher maintenance checks and recharging are conducted annually, new inspection tags are attached, and the maintenance is recorded. | □ Yes □ No |
| If fire extinguishers are intended for employee use, employees are educated on their proper use. | □ Yes □ No |
| Employees are educated on fire hazards, fire prevention procedures, the fire prevention policy, and the emergency action plan. They have access to the policy and emergency action plan. | □ Yes □ No |
| Practice fire drills are conducted as needed. | □ Yes □ No |

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix C**

**Emergency Exit Checklist**

|  |  |
| --- | --- |
| Employees are trained in emergency response and know at least two evacuation routes from their primary work areas. | □ Yes □ No |
| Evacuation maps are available and include the locations of exits, evacuation routes, fire extinguishers, fire alarm pull stations, and assembly areas. | □ Yes □ No |
| Each exit is marked with a well-illuminated exit sign containing the word “EXIT” in lettering that is 5 inches high by 1 inch wide at minimum. This sign is not obscured in any way. | □ Yes □ No |
| Signs that help direct people to exits are also provided as needed. (For example, “NOT AN EXIT” signs direct people away from places that could be mistaken as exit routes.) | □ Yes □ No |
| Exit doors have side-hinges and open easily in the direction of exit travel. | □ Yes □ No |
| All doorways, walkways, stairways, and exit routes are clear of obstructions. | □ Yes □ No |
| The following areas have two or more exit routes: elevated platforms, pits, and areas where injury is more likely if there is only one exit. | □ Yes □ No |
| The facility has the appropriate number of exits on every floor and total for the building. (This number excludes revolving, sliding, and overhead doors.) | □ Yes □ No |
| Exit stairways enclosed by doors have fire-resistant walls. (For stairways four stories and under, the walls are one-hour resistant. For more stories, the walls are two-hour resistant.) | □ Yes □ No |
| Exit ramps are no steeper than one foot vertical to one foot horizontal. | □ Yes □ No |
| Glass in doors and windows is fully tempered and sufficiently impact-resistant. | □ Yes □ No |
| For exit doors that lead to areas with traffic, the exit is guarded with barriers and warnings. | □ Yes □ No |
| Interior, frequently-used doors that swing both directions have glass panels. | □ Yes □ No |

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix D**

**Flammable and Combustible Materials Checklist**

|  |  |
| --- | --- |
| Clutter, waste, and fuel sources are not allowed to accumulate in work areas, and waste containers are emptied at least once a day. | □ Yes □ No |
| Containers for combustible materials are hermetic, fire-proof, metal-lined, FM-Approved or UL-listed, and properly labeled. | □ Yes □ No |
| Flammable and combustible liquids are stored only in approved containers and tanks. | □ Yes □ No |
| Tank, container, and pipe connections are vapor-tight and liquid-tight. | □ Yes □ No |
| Flammable liquids not in use are stored in sealed containers. | □ Yes □ No |
| Flammable liquid dispensing containers, such as drums, are always grounded during dispensing. Also, the receiving container is either connected to the grounded dispensing container or otherwise grounded. | □ Yes □ No |
| Flammable and combustible liquid storage rooms and rooms with these liquids in storage cabinets are ventilated to disperse fumes. | □ Yes □ No |
| Mechanical ventilation is used in rooms where dispensing or mixing operations occur. | □ Yes □ No |
| Flammable, explosive, and solvent materials are properly disposed of. Flammable liquid and solvent wastes are stored in sealed, fire-proof containers until removed. | □ Yes □ No |
| Combustible solids are not allowed to accumulate. | □ Yes □ No |
| Combustible dust is vacuumed rather than blown or swept. | □ Yes □ No |
| Cylinders are stored according to local, state, and federal requirements. | □ Yes □ No |
| Oxygen cylinders are segregated from fuel-gas cylinders and combustible materials with the appropriate distance or barriers. | □ Yes □ No |
| Combustible and flammable materials are kept 20 feet away from all cylinders. Cylinders and combustible materials are kept 20 feet away from stairs, aisles, and elevators. | □ Yes □ No |
| Atmospheric storage tanks are sufficiently vented. | □ Yes □ No |
| Areas around flammable or combustible materials are posted with “NO SMOKING” signs. | □ Yes □ No |
| Employees are trained in prompt cleanup procedures for flammable or combustible liquid spills. | □ Yes □ No |
| Class B fire extinguishers are located within 10 feet of stored flammable liquids and within 75 feet of all other flammable liquids. | □ Yes □ No |
| Fire extinguishers are fully-charged, operational, and unobstructed. | □ Yes □ No |
| Fire extinguisher maintenance checks and recharging are conducted annually, new inspection tags are attached, and the maintenance is recorded. | □ Yes □ No |

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_